

TOL Board Minutes

Date: 4th June 2015 - 10:30hrs to 13:00hrs

Venue: Haysmacintyre offices, 26 Red Lion Square, London WC1R 4AG

Director Attendees:

- Mr Trevor Nicholls - TN
- Mr Jeremy Beard - JRB
- Mr Philip Morris - PM
- Ms Kelly Lickley - KL
- Mr Kenny Walton - KW
- Mrs Adele Stach-Kevitz (Chair) - ASK
- Ms Heather Taylor - Sport England Representative - HT

Board Agenda Items:

1. Introduction

Introduction and Apologies

1.1 Adrian AT (annual leave)

1.2 NED introductions offered from Philip and Kelly and Heather welcomed their involvement and expertise on TOL's board

1.3 Heather explained she manages 6 sport workstreams inside SE and has a background in sports management, principally linked (of late) to NGBs and account management.

1.4 No conflicts or matters arising.

2. Performance update - SE programme activities

BTC

2.1 Question from HT: clarified tracking rolling participation figures

2.2 Question from HT: remove BTC numbers from measure #3 which is a Kick-Sisters initiative

- Action: PM to reconfigure and place numbers into measure #4 and remedy the template report to standardise rolling reporting and a tracker measuring alongside the year-end target.

2.3 Observations

Trevor explained Touchgloves had not been successful when demonstrated in shopping centres. Initiative was proving more successful when women watch a class and are more likely to participate if a friend is involved

2.4 Risk to membership is justifying membership benefits and selling its appeal

- Action: BTC engage with 'Club Matters' resource to promote accreditation benefits of Clubmark and invite the SE Club Matters representative to the session
- Action: TOL to review Club Matters website

BT

2.5 Sport England would rather not schedule a meeting with Ieda and Adrian simply to present the current programme data. Instead, they would rather instigate this meeting for the next reporting period.

- Action: ASK to invite Sport England to future boards for the SE programme reporting and governance updates agenda topics. A closed agenda for general board matters would then apply.

3. Audit and Governance

3.1 SE are disappointed that TOL board members were not briefed on the full situation by BT

3.2 BT have not shared the Moore Stephens report with TOL's board, but were asked to provide a statement to the TOL board, following the audit meeting on 27th April.

3.3 The three failure flags from BT's Moore Stephens audit were:

1. Audit signatory for BT was not on the registered list of auditors
 2. Level of director activity on finances
 3. Overall governance structure
- Action: Purpose and role of TOL to be revisited following the BT audit failure
 - Action: Sport England to request £229,793.22 is returned immediately to TOL, which accounts for the 9 month period from 1st July to 31st March 2016 (as provided by Mark and Adrian in their SE programme cost forecast)

3.4 Accounts query

BTC Limited board of directors made up by 4 councils. Board operate projects and manage money arising through the council. Council has its own account, so is separate from BTC Limited board. Their accounts are audited.

4. Items for Decision or Action

4.1 - Sport England to request £229,793.22 is returned to TOL's bank account with immediate effect and provide evidence the payment has been made to TOL.

4.2 - Adele becomes a signatory on the cheque book, alongside JB, AT, and TN. TOL Chair must be a mandatory signatory for BT monthly payments.

4.3 - Arrange an Extra Ordinary Meeting at earliest opportunity at Sport England office, proposed for 22nd (am) or 26th (am) June. Invite to Adrian and Ieda to this meeting. Invite to be sent once Sport England money payment request is sent.

Meeting will cover:

- A board review of the forecast cost profile for BT's SE programme
- BT feedback on their Moore Stephens audit – reflections and explanations
- Requirements to be satisfied before £25k monthly funds are released to BT. NOTE: if audit requirements are fully satisfied in FY16, TOL will consider the full investment release for FY17

4.4 - Letter/email from Sport England to TOL Chair for the return of the BT investment (£229,973.22)

4.5 - SE to circulate the BT and BTC Moore Stephens audit to TOL's board

5. AOB

5.1. No AOB items.

6. Date of next meeting

6.1. Two dates have been proposed for the extra ordinary meeting of the board: Monday 22nd June at 10:30am Sport England offices or Friday 26th June at 10.30am Sport England offices.

Signed



Adele Stach-Kevitz - TOL Chairman